



Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · www.merrimacknh.gov

August 29, 2016

REQUEST FOR BID HP Ink & Toner

Bids will be received by the Town of Merrimack ***until 2:00PM on Thursday, September 1, 2016*** to supply and deliver HP ink and toner to the Town of Merrimack in accordance with the following detailed bid specifications and conditions:

The bid shall be submitted on the Bid Form furnished herewith and shall exclude state and federal taxes not applicable to municipalities. The bid shall include the cost of a one-time purchase of the ink cartridges in the enclosed specifications. The cartridges shall all be HP brand, and the expiration date may not be less than a year from delivery date. Delivery cost shall be included in the bid price.

The bid price shall include delivery and be quoted F.O.B. Town of Merrimack, Finance Department, 6 Baboosic Lake Rd, Merrimack, NH. The time required for delivery must be indicated on the Bid Form and be guaranteed.

The Town reserves the right to reject any or all bids, to waive irregularities in the bids, and to accept the bid which best serves the interest of the Town.

Bids shall be marked "Bid on HP Ink and Toner" and be delivered to the Town of Merrimack Finance Department, 6 Baboosic Lake Rd, Merrimack, NH 03054 or faxed to (603) 424-0516 by the date and time specified above when they will be opened publicly and read aloud.

It is the bidder's responsibility to confirm the bid is received by the Finance Department by the date and time specified.

The Town of Merrimack's Purchasing Policy is available on the Town's website: http://www.merrimacknh.gov/town/departments/finance/bid_opportunities; a copy may be obtained by contacting the Purchasing Agent.

For additional information call Xenia Simpson, Purchasing Agent, at (603) 424-7075



TOWN OF MERRIMACK, NEW HAMPSHIRE

FINANCE DEPARTMENT

6 Baboosic Lake Road
Merrimack, NH 03054

Tel: 603-424-7075

Fax: 603-424-0516

Bid Specifications Ink and Toner 2016

Printer	Cartridge	# needed
CP1525NW	128A black	2
CP1525NW	128A cyan	2
CP1525NW	128A yellow	2
CP1525NW	128A magenta	2
Laserjet 3052 Laserjet 3060	12A	11
Laserjet Pro 400 color M451nw	305X black	6
Laserjet Pro 400 color M451nw	305a cyan	2
Laserjet Pro 400 color M451nw	305a magenta	3
Laserjet Pro 400 color M451nw	305a yellow	1
Laserjet Pro MFP M476dw	312X black	1
Laserjet Pro MFP M476dw	312A yellow	1
Laserjet Pro MFP M476dw	312A magenta	1
Laserjet Pro MFP M476dw	312A cyan	1
Color Laserjet 3525n	504A yellow	2
Color Laserjet 3525n	504X black	1
Color Laserjet 3525n	504A magenta	1
Laserjet Enterprise 500	507X black	2
Laserjet Enterprise 500	507A yellow	1
Laserjet Enterprise 500	507A cyan	1
Laserjet Enterprise 500	507A yellow	1
Laserjet P3015	55X	7
DJ545	60XL black	4
DJ545	60XL tricolor	3



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Bid Specifications Ink and Toner p.2

Printer	Cartridge	# needed
Deskjet 3050	61XL black	4
Deskjet 3050	61XL tricolor	2
Laserjet 1606	78A	8
Officejet Pro 8600 wide format	88XL black	5
Officejet Pro 8600 wide format	88XL magenta	1
K5400	88XL cyan	1
K5400 Officejet Pro 8600 wide format	88XL yellow	0
HP 6000	920XL black	5
HP Officejet 7000 Wide Format HP 6000	920XL cyan	3
HP Officejet 7000 Wide Format HP 6000	920XL magenta	3
HP Officejet 7000 Wide Format HP 6000	920XL yellow	3
Officejet 7612 wide format	932XL black	4
Officejet 7612 wide format	933XL cyan	4
Officejet 7612 wide format	933XL magenta	4
Officejet 7612 wide format	933XL yellow	4
HP deskjet 6980 Deskjet 6940	96 black	3
HP deskjet 6980 Deskjet 6940	97 color	2

